

**CONTRA COSTA COUNTY  
LOCAL PLANNING AND ADVISORY COUNCIL  
FOR EARLY CARE AND EDUCATION  
Minutes of the Executive & Budget Committee Meeting  
Monday, November 9, 2015  
9:00 AM – 11:00 AM  
Las Trampas Room**

**Members Present:** Chair Deborah Penry, Cathy Roof, Dan Safran

**Members Absent:** Carolyn Johnson, Crystal McClendon-Gourdine

**Staff Present:** Ruth Fernandez, Mary Louise Vander Meulen

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**Call to Order – Deborah Penry**

- Welcome: Chair Deborah Penry called to order the Contra Costa Local Planning and Advisory Council for Early Care and Education Executive and Budget Committee meeting at 9:06 a.m.
- Dan Safran motioned approval of the minutes for the Executive & Budget Committee meeting held on September 22, 2015. Deborah Penry seconded the motion. Motion approved.
  - AYE: Penry, Safran
  - NAY: None
  - ABSENT: Johnson, McClendon-Gourdine
  - ABSTAIN: Roof
- Cathy Roof motioned approval of the agenda for November 9, 2015 with the correction of the next meeting to be held on January 11, 2016. Dan Safran seconded the motion. Motion approved.
  - AYE: Penry, Roof, Safran
  - NAY: None
  - ABSENT: Johnson, McClendon-Gourdine
  - ABSTAIN: None

**Public Comment:**

- No public comment.

**Staff Updates:**

- LPC Applications Received/LPC Resignations/Vacancies
  - A single copy of the application received from Deena Jones was passed around to the committee members to review. A brief discussion followed.
  - Doug Rowe's application revisited by the committee, followed by a brief discussion.
  - Ruth Fernandez shared that Jessica Hudson has resigned from the LPC due to time conflicts. Dan Safran offered to speak with Jessica to see if there would be someone else from the countywide library system that might be interested and able to be a part of the LPC Board.

Minutes Approved: 1.19.16

Minutes Taken by: Mary Louise Vander Meulen

- Dan Safran moved to recommend both, Deena Jones and Doug Rowe, to the LPC Board. Deena Jones for Consumer 4, East County seat and Doug Rowe for Public Agency 4, East County seat. Cathy Roof seconded the motion. Motion approved.
  - AYE: Penry, Roof, Safran
  - NAY: None
  - ABSENT: Johnson, McClendon-Gourdine
  - ABSTAIN: None
- Annual Accomplishments Report
  - Ruth Fernandez passed around a copy of Ventura County's Accomplishments Report. She will be working on preparing a report similar to this for Contra Costa County's LPC.
  - Deborah Penry suggested that Ruth add a section at the end of the report with information about the ongoing and future plans of the LPC, such as:
    - The Countywide PDP Program in collaboration with First 5 Contra Costa
    - The Child Care Facilities Issues focus
    - School Readiness Outreach
- The Raising of America
  - At the Annual CCCCA Fall Retreat held in October, Ruth Fernandez received a copy of *The Raising of America* documentary. The video has 5 parts to it and explores how a strong start for all our kids can lead to a healthier, safer, better educated, and more prosperous and equitable America.
  - Ruth Fernandez handed out a copy of the flier from Santa Clara's COE that promoted a showing of a section of the video back in March of 2015. This viewing was followed by a panel discussion on a specific topic; followed then by Q&A time. A suggestion was made to possibly have a viewing like this at Contra Costa COE hosted by the LPC.
  - Brief discussion held on the possibility of viewing a section of the video at the Annual Member Retreat to be held on Monday, November 23, 2015.
- Site Supervisor and Director PLC Applications Release
  - Information about the AB212 Professional Learning Community (PLC) for Site Supervisors and Directors has been updated on the LPC website; as well as application packets have been sent out to all centers. The response has been good so far with 14 individuals coming to the information session that was held on Monday, October 19, 2015. The hope is to have 15-20 site supervisors and directors participate this year.
  - Deadline for the applications is Monday, November 16, 2015.
  - Discussion amongst the committee members on the 4 objectives under Part I. Committee members feel it is important to see a report/review from the participants to show how these objectives were accomplished throughout the year.

### **Planning and Discussion for Child Care Facilities Round Table and Annual LPC Member Retreat**

- Review proposed agenda for Round Table Discussion
  - Confirmations for November 23, 2015 as of today are:
    - Supervisor Candace Andersen/ Jill Ray
    - Lia Bristol from Supervisor Karen Mitchoff's office

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- Executive Director Joseph Villareal from the Contra Costa Housing Authority
- Gabriel Lemos from HUD
- Unity Council's Executive Director Chris Iglesias
- Camilla Rand from Head Start
- Kristen Lackey from Community Development
- John Hild from CCCOE facilities
- John Jones and Sean Casey will not be able to attend
- Ruth Fernandez had a 40 minute conversation with Kristen Anderson from Redwood City regarding tips for leading the conversation on 11-23-15. LIIF and Kristen may not be able to attend.
  - Start with welcoming everyone and the purpose of the discussion. Ruth requested that the Executive Committee members assist with this. Make it clear that this is not a problem-solving meeting but to make everyone aware of the issue regarding the shortage of subsidized child care facilities in the county.
  - Second objective of the day would be making the case:
    - Show economic and systemic implications
    - Unmet child care needs
    - Population projections
    - Lost jobs
    - Actual cases of sites closing
    - Show mapping of centers, FCC's , school districts, zip code boundaries
  - Third objective of the day is to have guiding questions to start the discussion:
    - What challenges are there related to expansion of current facilities?
    - What challenges are there in development of new facilities?
  - Deborah Penry offered to chart comments and write up a report after the Round Table Discussion.
- The biggest outcome for the day would be to ask the attendees to commit to this issue and continue discussions to come up with information that can be compiled as a resource to those that would like to serve the children of Contra Costa County.
- Discuss and assign tasks (member phone tree/pre-retreat assignment)
  - Ruth Fernandez would like Executive Committee members call other LPC members to see how they are doing and to stay in touch with members. Cathy Roof stated she is contact with Silvana Mosca-Carreon and Aurora Ruth often.
- Next Steps
  - Add Luis Arenas to the Executive Committee as the Ad Hoc Facilities Chair.
  - Finalizing confirmations of who will be attending the Round table Discussion.

### **LPC Committee Reports & Planning for Retreat:**

- **School Readiness:** Report to be given by Chair Dan Safran

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- Dan Safran will report first. He will report on the outreach plans for the Road Map to Kindergarten (RMTK) to non-traditional agencies. Suggestion to have the RMTK display available for display.
- Ruth Fernandez will send out the LPC Countywide Plan to the committee. Dan Safran will then share how the committee's work fits in the LPC plan.
- A suggestion was made to have a Preschool Parade with the idea of School Readiness in mind.
- **Projects & Workforce Development** – Report to be given by Carolyn Johnson
  - Ruth Fernandez reported that she is finalizing the Memorandum of Understanding (MOU) with First 5 regarding the Countywide PDP Program.
  - Projections of AB212 will be shared at the retreat once numbers are confirmed.
- **Ad Hoc Facilities** – Not necessary since the Round table Discussion will take place in the morning
- **Advocacy**: Report to be given by Chair Cathy Roof
  - Discussion to be held on the forum and the topic of Child Care Facilities Issue
  - Suggestion to reach out to Crystal McClendon-Gourdine

#### **LPC Activities:**

- **Develop LPC Board Meeting Agenda for 11-23-15**
  - Round Table Discussion in the morning from 9-11 am.
  - Lunch will follow, for the LPC members only.
  - During lunch there will be a time of getting to know each other on the LPC Board; 'Who is who in the LPC?'
    - Ruth Fernandez will craft a few questions and email them to the members so that they will be prepared to share something about their self. The members will be asked to share their motivation for being on the LPC Board, and to highlight on thing about their agency as well.
- **Other Updates**
  - Ruth Fernandez will invite Doug Rowe and Deena Jones for the entire day of events on November 23, 2105.
  - The goal is to fill all vacancies of the LPC Board this year. Discussion held on who might be asked. A few suggestions included: a pediatrician and/or a representative from Nurse-Family Partnership.
  - A copy of Santa Clara's *The Bill of Rights for Children and Youth* was passed around to the committee members to review. Ruth Fernandez would like to propose writing one for Contra Costa County in the near future.

#### **Adjournment:**

- Dan Safran moved to adjourn the meeting. Cathy Roof seconded the motion. Motion carried. Meeting adjourned at 11:14 a.m.
  - AYE: Penry, Roof, Safran
  - NAY: None
  - ABSENT: Johnson, McClendon-Gourdine
  - ABSTAIN: None

**Next Meeting:** January 11, 2016 from 9 – 11 am in the Las Trampas Room at CCCOE.

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Minutes Taken by: Mary Louise Vander Meulen